



## State of Tennessee Department of Children's Services

### New/Revised Policies and Updates

TO: All Department of Children's Services Employees

FROM: Mary Hubbert, Policy Development Coordinator  
Planning and Policy Development

DATE: October 10, 2007

Below is a listing of new/revised policies and policy related updates. As policies and procedures and/or forms and other documents are revised, please ensure they are reviewed with applicable COA documentation to ensure accuracy. Some policy numbers or titles may have changed depending on integration with other policies, deletion of policies, etc. Applicable COA, ACA and other applicable standards will be listed in the "Standards" section of the policy indicating the policy has been revised to comply with Standards as applicable.

New and revised policies should also be reviewed as required by DCS Policy 1.3, Communication, Information Sharing and Work Site Meetings, Section C.

If there are questions or if other information needed, please contact the Policy Development staff in the Policy, Planning and Performance Management Division.

	Pol. #	Policy/Other Item	Pol. Chpt	Effective/ Revision Date	**Forms Associated with Policies and Procedures	Summary of Policy Revisions/Other Information
1.	4.2	<a href="#">Job Performance Evaluations</a>	4	10/01/07	None	Policy revision: Supersedes DCS 4.2, 10/01/02; Requires major policy review.
2.	1.9	<a href="#">Prohibition of Use of Tobacco Products</a>	1	10/01	None	Policy revision: Supersedes DCS 1.9, 06/21/06; Revisions include addition of COA standard and item #4 in Section A. Requires minor policy review.
3.	5.2	<a href="#">Professional Development and Training Requirements</a>	5	10/01/07	None	Policy correction: Added "and/or Case Managers" to Position Titles – (pg 4 of 5); Other minor editing corrections. Requires minor policy review.
4.	7.2	<a href="#">Acceptable Use, Network Access</a>	7	10/01/07	None	Policy revision: Supersedes 7.2FA, 07/12/04; Entire policy

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		<a href="#">Rights and Obligations</a>				revised. Requires major policy review.
5.	16.3	<a href="#">Desired Characteristics of Resource Parents</a>	16	10/01/07	<a href="#">CS-0431, Monthly Family Income and Expenditures</a> <a href="#">CS-0678, Resource Parent Medical Report</a>	Policy revision: Supersedes 16.3, 01/01/05; 15.13, 07/15/02; Policy requires Major review of Sections A, G, H, I
6.	16.4	<a href="#">Resource Home Approval</a>			<a href="#">CS- 0688 – Resource Parent Application for Parenting</a> <a href="#">CS-0690 - Resource Home Study and Verifications Checklist</a> <a href="#">CS-0668 - Authorization for Release of information</a> (for all adults in the home) <a href="#">CS-0691 - Fingerprint Card Information</a> <a href="#">CS-0687 - Internet Records Clearance</a> (for all adults in the home) <a href="#">CS-0676 - Home Safety Checklist</a> <a href="#">CS- 0431 - Monthly Income &amp; Expenditures Form</a> <a href="#">CS-0687 – Resource Parent Medical Report</a> (for all adults in the home) <a href="#">CS 0427 – Child’s Medical Record</a> (for all children in the home) <a href="#">CS-0673 - Oath of Confidentiality</a> <a href="#">CS-0670 - Oath to Report Suspected Child Abuse or Neglect and to Abide by Child Safety Restraint Laws</a> <a href="#">CS-0553 – Discipline Policy</a> <a href="#">CS-0709, - Resource Home Recording</a>	Policy revision: Supersedes 16.4, Revisions include changes in time frames for contacts in Section A; additions to section E;

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					<a href="#">Eco Map</a> <a href="#">Parenting Strengths Checklist</a> <a href="#">CS- 0697 - REACT Family Entry Form</a> <a href="#">Substitute W-9 Form</a> <a href="#">CS-0702 - Resource Parent Approval</a>	
7.	16.7	<a href="#">Resource Family Recruitment and Retention</a>	16	10/01/07	<a href="#">CS-0768 Child/Youth Specific Recruitment Plan</a> <a href="#">CS-0769 Child Specific Case File Review Tool</a> <a href="#">CS0-774 Genogram</a>	New Policy; Requires major policy review.
8.	16.8	<a href="#">Responsibilities of Approved Resource Homes</a>	16	10/01/07	<a href="#">CS-0675, Resource Family Cover Sheet</a> <a href="#">CS-0630, Resource Home Prescription Medication Record</a> <a href="#">CS-0668, Authorization for Release of information</a> <a href="#">CS-0687, Internet Records Clearance</a> <a href="#">CS- 0431, Monthly Income &amp; Expenditures Form</a> <a href="#">CS-0689, Health Services Confirmation and Follow up Notification</a> <a href="#">CS-0673, Oath of Confidentiality</a> <a href="#">CS-0670, Oath to Report Suspected Child Abuse or Neglect and to Abide by Child Safety Restraint Laws</a> <a href="#">CS-0553, Discipline Policy</a> <a href="#">CS-0692, Resource Home Mutual Re-assessment</a>	Policy revision: Supersedes DCS Policies: 15.6, 04/01/98; 16.8, 01/01/05; 16.16 § D, 01/01/05; 16.17, 01/01/04, 16.6,12/01/03; 16.9,08/01/06; 16.13,11/01/06;16.37,01/01/04; Revisions include changes in Sections F-O; Requires major policy review

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					<a href="#">CS-0707, Annual Resource Parent Medical Self Report</a> <a href="#">CS-0678, Resource Parent Medical Report</a> (if Applicable) <a href="#">CS-0702, Resource Parent Approval</a> <a href="#">CS-0493, Standard Claim Invoice</a> <a href="#">CS-0685, Resource Home Update Checklist</a> (If Applicable) <a href="#">CS-0706, Runaway/Escapee Checklist</a> (If Applicable) <a href="#">CS-0698, REACT Status Form</a> (if applicable) <a href="#">CS-0773, Resource Home Addendum</a>	
9.	16.11	<a href="#">Shared Resource Homes</a>	16	10/01/07	<a href="#">CS- 0672 - Shared Resource Home Authorization</a>	Policy review: Supersedes DCS 16.11, 01/01/04; Revisions include changes in Sections A,#2, B, #3, C,#3; Requires major policy review
10.	16.16	<a href="#">Expedited Custodial Placements</a>	16	10/01/07	<a href="#">CS – 0693 – Resource Parent Exit Interview</a> <a href="#">CS - 0698 - REACT Family Status Form</a>	Policy review: Supersedes DCS Policies 15.6, 04/01/98, 16.16, 03/05/05, and 16.17, 12/01/04; Revisions include Changes in Policy statement, Section A, Section B, Section E; Requires major policy review.
11.	16.20	<a href="#">Expedited Custodial Placements</a>	16	10/01/07	<a href="#">Authorization for Release of information, form CS-0668</a> (for all adults in the home) <a href="#">Internet Reference Clearance, form CS-0687</a> (for all adults in the home)	Policy revision: Supersedes DCS DCS 16.4 § I, 01/01/05; Revisions include the expedited placement check that must now be completed. Two new forms added. Requires major policy

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					<a href="#">Resource Home Study Verifications Checklist, CS-0690</a> <a href="#">Expedited Child Placement Contract, form CS-0626</a> <a href="#">Resource Home Placement Checklist, form CS-0544</a> <a href="#">Discipline Policy, form CS-0553</a> <a href="#">Disclosure Statement (Options/Services Available to Relatives), form CS-0660</a> <a href="#">Fingerprint Card Information, form CS-0691 (for all adults in the home)</a> <a href="#">Expedited Placement Assessment Summary, form CS-0682</a> <a href="#">Resource Parent Medical Report, form CS-0678</a> <a href="#">Child's Medical Record, form CS-0427 (when applicable)</a> <a href="#">Background Criminal History- Expedited/Emergency Purpose Code X III Name Check, form CS-0750.</a> <a href="#">Background Clearance Check-Local Criminal History, form, CS-0751.</a>	review.
12.	16.21	<a href="#">DCS Employees as Resource Parents</a>	16	10/01/07	<a href="#">CS- 0688- Resource Family Application For Parenting</a> <a href="#">CS- 0763 - Permission to Place DCS Child in DCS Employee Resource Home</a>	<b>Policy revision: Supersedes DCS 16.21, 01/05/06; Revisions include:</b>  <b>Policy statement: “DCS employees cannot serve as resource parents for private providers”;</b>  <b>DCS employees can become</b>

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						resource parents if there is no conflict of interest. Conflict of interest is outlined in Section C, number 1 and 2. Requires major policy review.
13.	19.1	<a href="#">Suicide/Self Harm Intervention</a>	19	10/01/07	<a href="#">CS-0065 Formal Letter of Transfer Collateral Documents</a>	Policy revision: Supersedes DCS 19.1, 04/01/05; Revisions include changes in the supervision requirements for children/youth that expresses suicidal ideations; Requires major policy review.
14.	21.18	<a href="#">Notification to School Principals of Certain Delinquency Adjudications</a>	21	10/01/07	<a href="#">CS-0703, Adjudication Notification to School Principals</a>	Policy revision: Supersedes DCS 21.18, 01/01/07; All references to "rape of a child" removed from policy due to a recent Attorney General Opinion regarding the law. Requires major policy review.

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